

Sample Policies Adopted to Increase AP Enrollment

ADVANCED PLACEMENT: EXPECT EXCELLENCE

_____ High School Advanced Placement Program Policies

RESPONSIBILITIES

1. You are expected to fulfill all course requirements in order to receive credit.
2. You are expected to act in a mature manner when participating in AP courses.
3. You are expected to maintain a high level of dedication to each of your AP courses.
4. You are expected to be self-motivated.
5. You are expected to work independently.
6. You are expected to complete all assignments in a timely manner.

HONOR CODE

The nature of advanced placement work requires that students complete assignments such as tests and writing assignments outside of class. You are expected to complete your own work without the assistance of others unless the instructor specifically allows collaboration. Sharing your work with another student or using another student's work as your own may result in your removal from that AP course.

PARTICIPATION

1. You must complete an application to the Lincoln High School Advanced Placement Program each year that you wish to participate. Failure to complete the application on time may result in your being denied registration for AP courses.
2. You are expected to acquire necessary summer reading lists before summer break.
3. You are expected to complete summer reading assignments. Failure to complete summer reading will not be accepted as grounds for dropping an AP course.
4. You are required to take the first semester exam in AP courses. (See individual teachers for details.)

EXAMS

The following policies are established to ensure that you understand the seriousness of your commitment to participating in the Lincoln AP Program. We want to provide the best testing environment; therefore,

1. You are required to take the AP exam for each AP course you take. There is no fee for taking the exam if you take the course and pass it with at least a C average. You may need to deposit a course fee (approximately \$90) if you are placed on probation. (See PROBATION policies below.)
2. The exam schedule will be available to you the first week of school. It is your responsibility to plan your schedule to allow for your taking the exam(s) on the specified date(s) and time(s). Failure to take an exam will result in an "incomplete" grade for the course until you take an alternate exam. You will also be charged an unused test fee (approximately \$25).
3. Depending on the reason for your needing to take an alternate exam, you will be given one of the following types of alternate exams:
 - One provided by the College Board for which there may be a fee; will be graded to assess AP credit-only given for legitimate absence from the exam and must be approved by the College Board
 - One actual AP exam used as practice and administered by your teacher; will not be graded to assess AP credit but will qualify you to receive course credit.
4. You may take the exam for any course we offer by signing up and paying the exam fee (approximately \$90). You must sign up and pay for the exam in advance.
5. You are expected to notify your teachers if you will miss their classes while taking AP exams. It is your responsibility to make up any missed work according to each teacher's requirements.
6. You are expected to make your own transportation arrangements for any exam which is given off campus.

EXAM POLICIES, cont'd.

7. You are expected to give each exam your best effort. If exam proctors observe any behavior that indicates a less-than-serious effort on your part, you may be disqualified from taking further AP exams that year. If you are disqualified, you will have to pay the returned exam fee (approximately \$25) for each exam you are not allowed to take.
8. Students who do not show sincere effort during an actual AP exam will be required to take an alternate exam with the AP subject teacher. The alternate exam will be graded by the teacher and constitute 10% of the 4th nine weeks grade.
9. If you are absent from the AP exam on the assigned exam day, you must contact your AP teacher **THAT DAY** to notify her/him of your absence from the exam and to explain the reason.
10. In order to make up a missed exam, you must have contacted your AP teacher **THE DAY OF THE EXAM**. Make-up exams are allowed **ONLY** if the reason for your absence is accepted by the College Board and meets their criteria for allowing an alternate exam to be taken. There may be a fee assessed in order to pay for the alternate exam which you will be required to pay in advance of taking the alternate exam.
11. All make-up exams must be taken on the date specified by the College Board.

ACADEMIC WARNING AND PROBATION

A grade of D or F during a nine week grading period places you on Academic Warning. You will be notified by letter and this warning will continue throughout the school year. Grades of D or F in consecutive nine week grading periods will place you on Academic Probation, leading to your removal from that AP course unless you meet certain teacher-designated requirements. These requirements will be listed in an individualized student contract and may include, but are not limited to, mandatory tutoring sessions, review session attendance, and/or a course fee (\$90). Meeting these qualifications allows a student to continue in an AP course. The fee, if applied, will be refunded if you earn a qualifying score of 3, 4, or 5 on the AP exam or earn at least a C average in the course for the second semester.

INDIVIDUAL COURSE REQUIREMENTS

You are expected to abide by additional policies which individual teachers may specify.

AP - Advanced Placement
It's not a Jest.
It's an Experience!